

PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS
MAY 16, 2001

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, May 16, 2001, at 7:30 p.m.**, in the Legislative Room, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation .

Pledge of Allegiance to the Flag.

Opening Roll Call:

Present: Antonneau, Bunker, Krueger, Hansen, Zima, Queoff, Vanden Plas, Collins, Clancy, Fleck, Watermolen, Schadewald, Schmitz, Schmitt, Kaye, Bicoy, Johnson, Kuehn, Marquardt, Schillinger, Moynihan, Simons, Williquette

Total Present: 23

Supervisor Haefs took his seat immediately after roll call was completed.

Total Supervisors Present: 24

**** PUBLIC HEARING ****
PRIOR TO COUNTY BOARD MEETING @ 7:00 P.M.
RE: REDISTRICTING

Speaking in favor of the proposed plan of 33 Supervisors were:

1. Dawn Kelm, Chairman, Town of Pittsfield
2. Thomas Lund, Chairman, Town of Suamico
3. Don Kittell, Chairman, Town of Glenmore
4. Len Teresinski, Chairman, Town of Hobart
5. Dawn Kelm – 2nd time addressing the County Board.

A motion was made by Supervisor Kaye and seconded by Supervisor Krueger to close the Public Hearing. Vote taken. Motion carried unanimously with no abstentions.

No. 1 -- Adoption of Agenda.

Prior to the adoption of the agenda, Chairman Watermolen announced he would move item 9ci (redistricting) to 2b on the agenda.

A motion was made by Supervisor Krueger and seconded by Supervisor Kuehn to adopt the agenda as revised by taking Report #9c, Executive Committee, Item #2 – Redistricting – Adoption of Plan 26i. Vote taken. Motion carried unanimously with no abstentions.

No. 1a -- No. 9c – REPORT OF THE EXECUTIVE COMMITTEE OF MAY 1, 2001

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on May 1, 2001, and recommends the following motions:

2. Discussion and action on redistricting of Brown County. (Mike Parmentier, Senior Planner, Planning Department.)
 - a) To be Acted on at Special County Board Meeting of May 7, 2001 with following motion from Executive Committee: Approve Plan 26I. Ayes: 6 (Schillinger, Schadewald, Watermolen, Kaye, Bunker, Williquette); Excused: 1 (Hansen). Motion Carried Unanimously.
 - b) Action Taken at May 7, 2001 County Board Meeting
 - i) Amendment and Motion submitted by Supervisor Schillinger at May 7, 2001 County Board meeting: To amend plan 26I to change the interior boundaries for the East Side of Green Bay as proposed by the City and indicated on the attached map. Ayes: 24; Nays: 0. Motion Carried Unanimously.
 - ii) 2nd Motion by Supervisor Mary Marquardt at May 7, 2001 County Board Meeting: To amend motion to incorporate the map for plan 27a including the amendments to treat Green Bay as an entity with 12 Supervisors. Ayes: 8; Nays: 16. Motion Defeated.
 - iii) The final vote on Supervisor Schillinger's amendment of plan 26I was: Ayes: 19; Nays: 5. Motion Carried.

****Please Note****

Final action to be taken at May 16, 2001 County Board Meeting.

Remainder of this report will be taken under 9c in the regular order of business.

Item #2 -- Discussion and action on redistricting of Brown County Plan 26i:

A motion was made by Supervisor Kaye and seconded by Supervisor Zima to amend Supervisory Districts 8 and 9 per the attached map and to reverse the district numbers to what they are currently. Supervisor Kaye added the number of constituents does not change. Voice vote taken. Motion carried unanimously with no abstentions.

Discussion on Redistricting Plan:

Supervisor Schillinger made a point of order stating we are now addressing the final plan with 26 Supervisors including Supervisor Kaye's amendment.

Supervisor Simons submitted a plan (enclosed) of 33 Supervisors, seconded by Supervisor Clancy.

Supervisor Zima asked our Planning Department if we could have more time to discuss options of plans.

Mike Parmentier, Senior Planner, responded: "To adopt a plan other than 26 would mean the County Board would have to have a Public Hearing. We would have to have a Public Hearing on the Proposal submitted by Supervisor Simons. It couldn't be adopted tonight." He suggested this plan submitted by Supervisor Simons be reviewed for accuracy and then a Public Hearing would be needed. We have a June 1st deadline.

Supervisor Zima asked "Is it now or never to adopt a redistricting plan?" Corporation Counsel, Ken Bukowski responded only if there was an incorporation or annexation, could this change.

Supervisor Simons asked about the deadline to adjust a plan. Mike Parmentier responded we have 60 days after receipt of information from the State. We received our information on April 1st. So that brings us to June 1st. There would be a few days grace period however, not until July 1st. Sixty days from April 1st, so June 1st or 2nd is the end of the time allotted.

Supervisor Simons made a motion to refer back to staff, seconded by Supervisor Clancy. Corporation Counsel ruled this motion was not appropriate; vote was not taken.

A motion was made by Supervisor Simons and seconded by Supervisor Clancy to amend the proposed adoption of Plan 26i for the Towns Plan of 33 Supervisory Districts.

Supervisor Simons withdrew motion.

A motion was made by Supervisor Simons and seconded by Supervisor Clancy to refer Plan 26i and the proposed plan by the Townships (33) to Brown County Planning Staff for review.

Supervisor Collins said this is an 11th hour plan. He went on to say the towns had all the information, they were treated fairly, and had their say at all County Board Meetings. We shouldn't be changing now.

Voice vote on referral taken to refer 26i and the proposed plan by the townships to Brown County Planning staff for review. Ayes asked to be recorded: Supervisors Clancy, Vanden Plas, Simons, Marquardt, Williquette. Nays: 19. Motion defeated to refer.

Original motion on Plan 26i, Item 9ciii. Vote in favor of 26i which includes Supervisors Kaye and Zima's amendment.

Supervisor Simons asked if Towns can legally challenge this plan. Ken Bukowski, Corporation Counsel said anything can be challenged.

Vote taken. Roll Call #9c2iii:

Ayes: Antonneau, Bunker, Krueger, Hansen, Zima, Queoff, Vanden Plas, Collins, Clancy, Fleck, Watermolen, Schadewald, Schmitz, Schmitt, Haefs, Kaye, Bicoy, Johnson, Kuehn, Marquardt, Schillinger, Moynihan, Williquette

Nay: Simons

Total Ayes: 23 Total Nays: 1
Motion carried to adopt Plan 26i.
Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 2 -- Approval of minutes of County Board Meeting of April 25, 2001.

A motion was made by Supervisor Antonneau and seconded by Supervisor Moynihan to adopt the minutes. Vote taken. Motion carried unanimously with no abstentions.

No. 3 -- Announcements of Supervisors.

Supervisor Bicoy talked about the April 3rd meeting at the UW-Extension Office in which Doug Sutter hosted Hispanic Dairy Labor/Management Seminar. The object of this was to look at people of color as an asset in an industry of which we cannot find enough workers. Supervisor Bicoy added he feels this is very creative on the part of Doug Sutter and he feels Mr. Sutter should be commended for his efforts.

No. 4 -- Communications.

No. 4a -- Communication from Patrick Kennedy regarding: Suggestion for a downtown Green Bay, Brown County Riverfront Park.

Refer to Education and Recreation Committee.

No. 4b -- Communication from Supervisor Merlin Vanden Plas regarding: Bicycle Trail from Bayshore Park to Dykesville.

Refer to Education and Recreation Committee along with petitions submitted by Supervisor Vanden Plas.

No. 5 -- Late Communications. None.

No. 6 -- Appointments by County Executive.

A motion was made by Supervisor Krueger and seconded by Supervisor Schmitt to approve all appointments, 6a thru 6b, in one vote. Vote taken. Motion carried unanimously with no abstentions.

No. 6a -- Appointment of Diane Grunwaldt to Nicolet Federated Library System Board of Directors.

No. 6b -- Appointment of Dennis Kocken to Emergency Medical Services Council.

No. 7a -- Report by County Executive. No report.

No. 7b -- Report by Board Chairman.

Board Chair Watermolen updated the Board on the Internal Auditor position. He stated interviews are in process and May 24th will be the last interview. He added he intends to have hired someone for that position and announce the name at the next County Board meeting.

No. 8a -- Treasurer's Financial Report for the Month ending January 2001.

**BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF
JANUARY**

The following is a statement of the County Treasurer of the Cash on Hand and in the General Account of the Brown County Treasurer as of JANUARY 31, 2001:

Associated Bank	\$ 6,341,742.62
Wisconsin Development Fund	(4,575.84)
Sweep Account (Repurchase Agreements)	4,845,732.21
Deposits in Transit	4,430,205.11
Emergency Fund	(165,631.01)
Non-sufficient Fund Checks Redeposited	8,764.80
Transfer to WI Develop Fund	00.00
Deposit Adjustment	00.00
Bank Error(s)	00.00
Total	<u>15,456,237.89</u>
Less Outstanding Checks	(1,453,766.98)
Other Reconcilable Items	<u>00.00</u>
Balance Per Cash Book	\$ 14,002,470.91

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of January 31, 2001:

Year-to-Date Interest Received – Prior Month	\$ 00.00
Interest Received – Current Month	<u>516,975.43</u>
Year-To-Date Interest Received on unrestricted funds	516,975.43
 Working Capital Reserves Invested	 \$ 90,970,787.71
Restricted Investments	<u>15,381,773.16</u>
Total Funds Invested	\$ 106,352,560.87

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of January 31, 2001 and the statement of Investments for the month of January have been compared and examined, and found to be correct.

 /s\ Kerry M. Blaney
County Treasurer

A motion was made by Supervisor Krueger and seconded by Supervisor Antonneau to approve the report. Vote taken. Motion carried unanimously with no abstentions.

Approved by: /s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 9 -- Standing Committee Reports.
No. 9a -- REPORT OF ADMINISTRATION COMMITTEE OF MAY 3, 2001

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on May 3, 2001, and recommends the following motions:

1. Review minutes of:
 - a. Housing Authority (March 19, 2001).
 - b. Revolving Loan Fund Committee (4/19/01).
Receive and place on file.
2. Resolution regarding Authorizing a Zoo Intern Position for Educational Program Purposes. (Referred from Education and Recreation Committee.) See Resolutions, Ordinances May 16, 2001 County Board. Committee approved. See Resolutions, Ordinances May County Board agenda.
3. Information Services – Director’s Report. No action.
4. Information Services – Bid Recording: Fiber Optics project for Library. Accept low bid of CCN for the fiber optics project.
5. Human Resources – Monthly committee Report (April 2001). Receive and place on file.
6. Human Resources – Analysis of 2001 Hiring Freeze Savings Through April 30, 2001. No action.
7. Human Resources – Director’s Report. No action.
8. Corporation Counsel – Resolution regarding: Disallowance of Claim (Alan Rosenberg). Committee approved. See Resolutions, Ordinances May County Board.
9. Corporation Counsel – Request for Budget Transfer: Interdepartmental Transfer (including contingency or general fund transfers): Transfer \$3,200 from Facility Management to Corporation Counsel salary and Fringes for purpose of hiring a summer employee to redo office filing system. Hold for one month.
10. Facility Management – Monthly Activity Report. Receive and place on file.
11. Facility Management – Jail Progress Status Report. Receive and place on file.
12. Facility Management – Bid Approval for Courthouse Square carpeting replacement. Accept low bid of Gegare.
13. Facility Management – Communication from Supervisor Jim Schmitt regarding: Facilities Master Plan. (Referred from April County Board.) No action.
14. Finance Department – 2000 Budget Transfer Log. Receive and place on file.
15. Finance Department – Monthly Activities Report (March 27 through April 20, 2001). Receive and place on file.
16. Treasurer’s Financial Report for the month of January 2001. Receive and place on file.
17. Treasurer – Banking Contract RFP results. Approve Associated Bank’s Proposal for three years with a two-year renewal.
18. Treasurer – Request to fill vacant Account Clerk II position. Receive and place on file.

19. Audit of bills. Pay the bills.

A motion was made by Supervisor Clancy and seconded by Supervisor Queoff to adopt. Vote taken. Supervisor Haefs asked that Item #4 and #12 be taken separately. Motion carried to adopt the remainder of the report. Supervisor Zima abstained from Item #1 – Housing Authority minutes.

A motion was made by Supervisor Kuehn and seconded by Supervisor Johnson to adopt items #4 (Approval of bid for IS for fiber options project) and #12 (Approval of bid for carpeting replacement in the Courthouse Square).

Supervisor Haefs questioned if item #4 is a bid that just requires committee approval or does it need County Board approval also? He questioned why the dollar amount isn't in the report?

Chair Schadewald said the committee took the low bid. This is a quote not a bid. Yes, the County Board can vote on this tonight.

A motion was made by Supervisor Krueger and seconded by Supervisor Schmitz to refer back to committee. Following several questions, Supervisor Schadewald suggested the Secretary go get the minutes from that meeting. After more discussion on referral and bid/quote process by committee, Supervisor Krueger withdrew his motion to refer back to committee.

A motion was made by Supervisor Queoff and seconded by Supervisor Johnson to adopt. Vote taken. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 9b -- REPORT OF EDUCATION AND RECREATION COMMITTEE OF APRIL 26, 2001

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION AND RECREATION COMMITTEE met in regular session on April 26, 2001, and recommends the following motions:

1. Appointment of Diane Grunwaldt to Nicolet Federated Library System Board of Directors. Committee approved. See Appointments May County Board.
2. Arena/Expo Centre – Attendance Report (March 2001). Receive and place on file.
3. Museum – Visitor Count (March 2001). Receive and place on file.
4. Museum – Director's report. Accept.
5. Library – Director's report. Receive and place on file.
6. Golf Course – Scott Lade to appear before committee to present his ideas concerning current tee times and how the county could create revenue through green fee policy. No action.
7. Golf Course – Superintendent's Report. Accept.
8. Parks – Request to use Neshota Park for a Girl Scout Camping outing on September 22nd and 23rd – Kathy Stein, Denmark Service Unit. Approve.

9. Parks – Zoo update from Representative Judy Krawczyk (Zoological Society) with discussion and/or approval of the following:
 - a) Addressing educational personnel with the Zoo. Do a Resolution and forward to Administration Committee. See Resolutions, Ordinances May County Board.
 - b) “Feat with the Beast” (approval of Zoo fee for this fund-raiser). Waive the admission fee to Zoo for participants and pay \$1,200 rental fee.
 - c) Donation of flag to the Zoo. No action.
10. Parks – Request to erect a concession building at Wrightstown Park, Robert Harris Waterboard Warriors. Allow Waterboard Warrior to transport their concession stand to their site, however, remove it when they leave for the day.
11. Parks – Request for a reduction in fees for use of the Fairgrounds building for dog training – 4-H Tail Waggers. Approve.
12. Parks – Request for a reduction in fees for use of the Fairgrounds building for dog training, Packerland Kennel Club. Approve.
13. Parks – Request for a waiver of fees for use of the Shelter Building at the Reforestation Camp for the Pals Fishing Program on August 15, 2001. Approve.
14. Parks – Approve donation by Eland Electric Corporation of hand dryers for use in the Visitor’s Center at the Zoo. Approve.
15. Parks – Request for Budget Transfer: Increase in Expenditures with Offsetting Increase in Revenue: Donation from NEW Zoological Society for African Conservation Education Graphics in memory of Richard and Joy Montgomery (\$1,500). Approve.
16. Parks – Request for Budget Transfer: Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category: Request to purchase a changer for children’s area at the Zoo (\$1,200). Approve.
17. Parks – Request by Town of Suamico for use of Reforestation Camp baseball diamond (Tim Krause). Approve.
18. Parks – Request to extend Fox River Trail 4.5 miles south to Brown Calumet County line (Gary Hanson, Northeast Region Trails Coordinator). Approve.
19. Parks – Discussion on requests for information regarding the Fair and Fairgrounds and the removal of the grandstand. Do a RFP in order to retain a Fairground Manager.
20. Parks – Director’s Report. No action.
21. Audit of bills. Pay the bills.

A motion was made by Supervisor Johnson and seconded by Supervisor Antonneau to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive

Date: 6/5/2001

No. 9c -- REPORT OF EXECUTIVE COMMITTEE

(Item #9c2 was taken out of order. See Item #1a above.) Remainder of report at this time.

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on May 1, 2001, and recommends the following motions:

1. Review minutes of:
 - a) Legislative Subcommittee of March 26, 2001.
Receive and place on file.
2. Taken out of order under Item #1 at the beginning of the County Board Meeting.
3. Communication from Supervisor Patrick Moynihan, Jr., regarding: Consideration of regular meeting of the Brown County Board of Supervisors beginning at 6:30 p.m. instead of 7:30 p.m. (Referred from April County Board.). Move the time of the Board of Supervisors monthly meeting from 7:30 p.m. to 7:00 p.m.
4. Resolution regarding: Authority to Execute 1999-2000-2001 Labor Agreement with Brown County Sheriff's Department non-supervisory employees. Committee approved. See Resolutions, Ordinances County Board.
5. County Executive Report. (No report.)
6. Legislative Subcommittee report. (No report.)
7. **Closed Session:** For the purpose if deliberating whenever competitive or bargaining reasons require a closed session pursuant to Wisconsin State Statute 19.85(1)(e). In the alternative, the Executive Committee is meeting for the purpose of collective bargaining and is not subject to the Wisconsin open meeting law pursuant to 19.82(1) of the Wisconsin State Statutes. (Deleted from agenda.)

Item #3 – supervisor Haefs asked that item #3 be taken separately.

A motion was made by Supervisor Krueger and seconded by Supervisor Kuehn to adopt the remainder of report. Voice vote. Passed unanimously with no abstentions.

Under discussion item #3 – Communication from Supervisor Patrick Moynihan, Jr. re: Consideration of regular meeting of the Brown County Board of Supervisors beginning at 6:30 p.m. instead of 7:30 p.m. (Referred from April County Board.) Action: Move the time of the Board of Supervisors Monthly Meeting from 7:30 p.m. to 7:00 p.m.

Supervisor Haefs said he is opposed to an earlier meeting time for the County Board. He went on to say 7:30 p.m. has worked well for him and he will vote no.

Supervisor Zima said he didn't agree with changing the meeting time, explaining we shouldn't break the tradition time of 7:30 p.m.

Supervisor Schillinger spoke in favor of a 7:00 p.m. meeting time, adding he supported an even earlier time of 6:30 p.m. He explained most of the Standing Committees meet at an earlier time and that has not been a problem. He urged support of a 7:00 p.m. meeting time.

Supervisor Moynihan explained the four reasons why he submitted this request.

1. To seek public testimony in a timely fashion;
2. A 7:00 p.m. meeting time is more in line with the time our committee meetings take place;
3. When presentations are given to the Board, many times the regular Board Meeting begins late. Thus, extending the Board meetings into late evenings;
4. An earlier meeting time would assist the News Media in meeting their deadlines.

Vote taken on a 7:00 p.m. meeting. Ayes: 15; Nays: 9. Motion carried to change time to 7:00 p.m.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 9d -- REPORT OF SPECIAL EXECUTIVE COMMITTEE OF MAY 16, 2001

#1 -- Resolution authorizing Brown County Mental Health Center Reorganization. (Approved at Committee level) See Resolution 10d for action.

#3 -- Resolution increasing the Table of Organization for the Brown County Sheriff's Department by two deputies with funds supplied by the Wisconsin Department of Transportation. (Approved at Committee level) See Resolution #10f for action.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 9e -- REPORT OF HUMAN SERVICES COMMITTEE OF APRIL 25, 2001

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on April 25, 2001, and recommends the following motions:

1. Review minutes of:
 - a) Handicapped Children's Education Board (3/19/01).
 - b) Human Services Board (4/5/2001).
 - c) Community Options Program Appeals Committee (3/26/01).
 - d) Community Options Personnel and Policy Committee (3/30/01).Approve items a-d.
2. Update of Mission of Homeless Issues and Affordable Housing. No action.
3. Syble Hopp School – Second Quarter 2001 Objective Monitoring Report. (Held from previous meeting.) Accept.
4. Veteran's Department – Director's report. No action.
5. Health Department – Budget review (held from previous meeting). No action.
6. Health Department – Fourth Quarter 2000 Objective Monitoring Report. (Held from previous meeting.) Approve.
7. Health Department – Request for Budget Transfer: Interdepartmental Transfer: Purchase computer equipment out of approved tobacco control grant money (From Other State Grant Revenue (\$1,879) to Chargebacks (\$1,879). (Held from previous meeting.) Approve. This item was forwarded to County Board for April 25, 2001 meeting.
8. Health Department – Director's Report. Accept.
9. Human Services Department – Financial Report. Accept.
10. Human Services Department – Request to reorganize some positions at Mental Health Center. Approve request.
11. Human Services Department – Director's report. No action.

12. Audit of bills. Pay the bills.

A motion was made by Supervisor Bunker and seconded by Supervisor Marquardt to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 9f -- REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE AND LAND CONSERVATION SUBCOMMITTEE OF

Meeting Cancelled.

No. 9g -- REPORT OF PUBLIC SAFETY COMMITTEE OF MAY 2, 2001

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PUBLIC SAFETY COMMITTEE met in regular session on May 2, 2001, and recommends the following motions:

1. Review minutes of:
 - a) Public Safety Communications Advisory Board (3/30/01).
 - b) EMS Council (3/28/01).
 - c) Arson Task Force General Membership (2/8/01).
 - d) Arson Task Force Board of Directors (3/8/01).
 - e) Unofficial minutes of Citizens on Metro Police Services (3/29/01).
 - f) VIP Advisory Board Minutes (3/13/01).Receive and place on file.
2. Appointment of Dennis Kocken to Emergency Medical Services Council. Committee approved. See Appointments May County Board.
3. Metro Services Subcommittee. No action.
4. Public Safety Communications Department – Communication from Gary L. Wiczorek, Director of Public Safety, Village of Ashwaubenon, Public Safety Department regarding 911 Phone System. No action.
5. Discussion of Labor Negotiations for Telecommunicators. Receive and place on file.
6. Public Safety Communications Department – Director's report. (No report.)
7. Facilities Management – Jail Progress Status Report. Receive and place on file.
8. Sheriff – DARE Program update. No action.
9. Sheriff – Annual Jail Inspection by Dawn Van Buren. Receive and place on file.
10. Sheriff – Department of Transportation grant presentation. Go into a trial program and the department provide this committee with statistics to show that work is being done proportionately throughout the county. (Referred to Executive Committee.) See Resolutions, Ordinances May County Board.

11. Sheriff – Request for Budget Transfer: Increase in Expenditures will Offsetting Increase in Revenue: Participate in Federal Government’s Bullet Proof Vest Partnership grant program. Grant to pay 50% of cost of vests (equipment - \$7,500; Federal Grant Revenue \$7,500). Approve.
12. Sheriff – Huber update. (Held from previous meeting.) Referred to Executive Committee. No action. See Resolutions, Ordinances May County Board.)
13. Sheriff – Jail Population and Overtime Report. Receive and place on file.
14. Sheriff – Update/discussion regarding: Police Officers working at Packer Stadium. (Held for two months with Sheriff to tell Committee how he is going to productively use the officers during the “down time” of Packer games.) Hold for thirty days.
15. Sheriff’s report. (No report.)
16. **Closed Session:** Pursuant to Sec. 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation date of a public employee over which the Committee has jurisdiction or exercises responsibility. (No Closed Session Held.)
17. Audit of bills. Pay the bills.

A motion was made by Supervisor Simons and seconded by Supervisor Kaye to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive

Date: 6/5/2001

No. 9h -- REPORT OF SPECIAL PUBLIC SAFETY COMMITTEE OF MAY 14, 2001

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PUBLIC SAFETY COMMITTEE met in *special* session on May 14, 2001, and recommends the following motions:

1. Resolution regarding: Brown County’s Future Intentions for Use of the Existing (Old Downtown) Jail and to consider the concept of building a New Huber Facility at the Mental Health Site. (Referred to ~~Special~~ Executive Committee Meeting of ~~May 16, 2001~~ **June 11, 2001.**) ~~See Resolutions, Ordinances May County Board.~~
 - a) Page 3 of Resolution amended as follows: “BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that Brown County will explore the long-term placement for a Huber Facility as part of the county’s master planning process.” Committee approved as amended.
 - b) Title of Resolution amended to read: “Resolution Regarding Brown County’s Future Intentions for a Huber Facility.” Committee approved as amended. See Resolutions, Ordinances **June** County Board.
2. Resolution regarding: Increasing the Table of Organization for the Brown County Sheriff’s Department by Two Deputies with Funds Supplied by the Wisconsin

Department of Transportation. (Referred to Special Executive Committee Meeting of May 16, 2001.) Committee approved. See Resolutions, Ordinances May County Board.

A motion was made by Supervisor Simons and seconded by Supervisor Moynihan to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 10 -- Resolutions, Ordinances

No. 10a -- RESOLUTION REGARDING DISALLOWANCE OF CLAIM (ALAN ROSENBERG)

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, a Notice of Claim was filed on April 9, 2001 in the Brown County Clerk's Office; and

WHEREAS, said Notice of Claim alleges that Alan Rosenberg sustained damages, and alleges that said damages were caused by Brown County and employees of Brown County; and

WHEREAS, after a review of this matter by the Corporation Counsel's Office, said office recommends that the claim be denied.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the claim submitted by Alan Rosenberg, be and the same is hereby denied, and no action on this claim may be brought against Brown County or any of its officers, officials, agents or employees after six months from the date of service of this notice.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the claimant, Alan Rosenberg and his attorney, Brian D. Hough, as a notice of disallowance.

Respectfully submitted,
ADMINISTRATION COMMITTEE

A motion was made by Supervisor Zima and seconded by Supervisor Johnson to adopt. Vote taken. Roll Call #10a(1):

Ayes: Antonneau, Bunker, Krueger, Hansen, Zima, Queoff, Collins, Clancy, Fleck, Watermolen, Schadewald, Schmitz, Schmitt, Haefs, Kaye, Bicoy, Johnson, Kuehn, Marquardt, Schillinger, Moynihan, Simons, Williquette

Nays: Vanden Plas

Total Ayes: 23 Total Nays: 1

Motion carried.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 10b -- **RESOLUTION REGARDING AUTHORIZING A ZOO INTERN POSITION FOR EDUCATIONAL PROGRAM PURPOSES**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, education is an important part of the Zoo's mission and there is a benefit to the Zoo in having a person dedicated to developing and presenting educational programs; and

WHEREAS, in support of the Zoo's mission, the Northeastern Wisconsin Zoological Society desires to fund a Zoo Educational Intern position, through the end of 2001 with the understanding that this position will be used only for educational programming purposes at the Zoo, and a monthly report will be provided to the Society on the activity of the position; and

WHEREAS, this position will be funded for 1,200 hours for 2001 at a cost of \$13,375, including fringe benefits, and the primary duties of this position will include:

- Conduct presentation at the Zoo and off site promoting the zoo's mission
- Provide keeper support for the care and welfare of educational/contact animals
- Assist the volunteer coordinator in providing educational training for Zoo volunteers
- Develop Zoo educational materials and programs

WHEREAS, this resolution authorizes this position through December 31, 2001 and will be terminated upon that date, unless the Zoological Society indicates in writing to the Park Director by August 1, 2001, its desire to fund the position for the following year.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that a Zoo Educational Intern position is hereby established pursuant to the guidelines stated above through December 31, 2001, and this position will be terminated as of that date unless the Zoological Society indicates in writing to the Park Director by August 1, 2001, its desire to fund this position for the year 2002.

BE IT FURTHER RESOLVED that this position may be renewed on an annual basis as long as the Zoological Society provides the full cost of this position, including fringe benefits.

Respectfully submitted,
EDUCATION AND RECREATION
COMMITTEE
ADMINISTRATION COMMITTEE

A motion was made by Supervisor Hansen and seconded by Supervisor Antonneau to adopt.
A motion was made by Supervisor Simons to amend the resolution to read as follows: "will be under the direct supervision of the Zoo Director", seconded by Supervisor Fleck to adopt.

Discussion by Supervisor Simons: The reason for the amendment is members of the Zoological Society were concerned that funds get used solely for the purpose of Education at the Zoo.

Mike McFarlane, Park Director, said he isn't sure the amendment language is necessary since the resolution states the intent.

Supervisor Collins moved to send this back to committee. His motion died for a lack of a second.

Supervisor Hansen urged support of the resolution as presented.

Supervisor Simons withdrew his amendment to the resolution.

Vote taken on resolution as presented. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 10c -- RESOLUTION REGARDING AUTHORITY TO EXECUTE A 1999-2000-2001 LABOR AGREEMENT WITH BROWN COUNTY SHERIFF'S DEPARTMENT NON-SUPERVISORY EMPLOYEES

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

BE IT RESOLVED by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a three (3) year labor agreement on behalf of Brown County and the Brown County Sheriff's Department Non-Supervisory Employees for the years 1999, 2000, and 2001, effective January 1, 1999, which agreement shall provide the following major changes from the 1998 labor agreement.

The Package proposal components are as follows:

The County proposed the predecessor contract with the following changes:

1. ARTICLE 10 PROMOTIONS

Delete and replace existing promotional process language with the following:

Promotions to the position of Jail Sergeant, Patrol Sergeant, Sergeant Investigator and Specialty Area Sergeants shall be determined by the following promotional procedure:

All individuals who are interested and meet the above criteria will take a written examination which will encompass the general areas of Patrol Sergeant, Jail Sergeant, Sergeant Investigator, departmental policies and applicable Wisconsin Statutes.

The Specialty Sergeants will have this procedure developed based upon their specific area. The positions of Court Sergeant, Transportation Sergeant and Jail Electronic Monitoring Sergeant shall be filled based upon straight seniority with no written examination.

Candidates for promotion must have eight (8) continuous and completed years of service as of June 1, 1999. Candidates selected for promotion will serve a nine-month probation period, which will include a monthly evaluation by supervisory staff. Upon satisfactory completion of the probation period, the appointment shall become permanent.

The following criteria shall apply in the determination of those selected for promotion.

- A. Each candidate shall be asked to write a response of not more than 1000 words to a series of 3 questions. The questions are designed to establish the candidate's familiarity with the job expectations of a Brown County Sheriff's Department Sergeant. The numerical score earned on this response shall total 20% of the final score.
- B. A practical exercise not to exceed one hour to determine the candidate's ability to perform shall be established. Said exercise will ask the candidate to demonstrate the candidate's ability by completing a series of tests designed to simulate actual Sergeant duty expectations. The numerical score earned on this exercise shall total 20% of the final score.
- C. A written test with a completion time of 2-1/2 hours designed to establish a candidate's knowledge of Brown County Sheriff's Department policy and procedures and statutory provisions that are part of normal policy work and which a Brown County Sheriff's Office is expected to be familiar with. All materials that will be used in the test shall be identified and made available to the candidate. The numerical score earned on this test shall total 20% of the final score.
- D. A video test device in which a series of eight different scenarios are presented to a candidate shall be utilized to help determine a candidate's response to video simulated portrayals as a measurement of a candidate's reaction to work events. The numerical score earned on this test shall total 20% of the final score.
- E. Candidates will be given credit for service in the Department. This service, defined as seniority, shall be credited towards a final score in the following manner:

Each complete year of service up to a total of twenty measured by the anniversary date shall be multiplied by a factor of 5 with the resulting total becoming the final total except that the maximum total shall not exceed 100. The numerical score earned on this calculation shall total 20% of the final score.

The total obtained by applying the numerical scores earned on A, B, C, D and E above, shall be added together to obtain the final score of the Sergeant candidates. These scores will then be used to establish an eligibility list with the candidate with the highest score tested numbered one on the list and subsequent candidates shall be listed in an order descending numerically as determined by said score. In the event of a tie, the senior officer will be placed higher. Said list shall remain in effect and shall be the detriment of these to be promoted Sergeant for two years from June 1, 1999 and ending May 31, 2001.

A panel of five (5) persons, made up of employees of the Brown County Sheriff's Department, two (2) of whom shall be from the labor association who shall be appointed by the association but cannot include any candidate of this procedure, two (2) of whom shall be supervisory employees of said Department, and one (1) of whom shall be the Chief Deputy. This panel shall

grade the candidate's results from A, B, C, D and E above and establish the promotion list heretofore described.

2. ARTICLE 12 DISCIPLINE

Delete lines 233 through 240

Delete the paragraph found at lines 233 through 240 and replace it with the following:

The Internal Affairs Unit shall have 45 calendar days from the date a complainant signs his/her Internal Affairs complaint in an administrative investigation; or the Sheriff assigns an Internal Investigator to report its findings to the Sheriff. The date of the assignment or complaint and the date of the conclusion of the findings shall be filed – stamped by Internal Affairs or the Sheriff's office upon receipt. In the case of a complaint which is originally investigated as a criminal investigation, the Internal Affairs Unit shall have 45 days from the date such criminal investigation is completed to finalize the investigation and forward it to the Sheriff. The Sheriff (or designee) will have 14 calendar days from the date the investigation is complete to hold an informal hearing on the matter. The Sheriff or his/her designee will thereafter have 7 calendar days to render his/her decision as to discipline, if any. All time lines set forth in this paragraph shall be extended for good cause shown and may be extended upon mutual agreement between the parties.

3. ARTICLE 14 HOURS

Clarify the meaning of the term "requested" as used in lines 295 and 297. Agreed to replace the term requested with the term "directed".

4. ARTICLE 23 SALARIES

Wages and pay structure to be revised as follows:

<u>1999:</u>	3%				
<u>2000:</u>	3%				
<u>2001:</u>	Start – 42 months:	01/01/01	2%	07/01/01	2%
	72 months:	01/01/01	2%	07/01/01	3%
	Sergeant Rate:	01/01/01	2%	07/01/01	3%

In regard to the application of the out-of-grade pay language found at lines 450-452, the County will discontinue the practice of paying out-of-grade pay for Sergeants when a Lieutenant is not on duty unless the Sergeant is actually performing Lieutenant's duties. Contract language (lines 450-452) remains unchanged. (See attached letter.)

5. ARTICLE 25 TOP GRADE STEP PROGRAM

The language of this section shall be amended to read as follows:

All starting patrolmen shall attain the maximum step at the completion of 72 months of service on a 6-step plan with a step increase at the completion of six months, eighteen months, thirty months, forty-two months and seventy-two months of employment. Employees hired with prior law enforcement agency or educational credits over and above those currently required by Training and Standards may be started in the pay scale up to the 18-month level at the discretion of the Employer.

6. ARTICLE 27 CLOTHING ALLOWANCE

The language requiring clothing allowance to be prorated in the first year shall be removed.

At the end of line 507, delete the words “first and”

At line 512 delete the words “on a pro rata basis.”

7. ARTICLE 29 EDUCATION CREDITS

The County will agree to expand the covered areas to include reimbursement for public management courses and will increase the amount paid to \$50.00 per credit.

8. ARTICLE 35 HEALTH INSURANCE

Amend title of the article to “HEALTH AND DENTAL INSURANCE”

Insurance Deductibles:

The basic health insurance plan currently offered by the County shall be amended to provide that the major medical deductible for the single and family basic health insurance plan shall be \$100.00 per individual. The maximum deductible per family shall be \$300.00. *Effective 1/1/01.*

Side Letter:

The County shall make available to employees a PPO as an additional and alternative health plan at a time at it’s discretion during 2000 with the following understandings:

1. Coverage shall be as outlined in the final document.
2. The County shall pay ninety-five percent (95%) (i.e. the employee shall pay 5%) of the family premium and one hundred 100% of the single premium for such plan. The plan deductible shall be \$50.00 for the single plan and \$150.00 for the family plan.

3. There shall be no guarantee that the provider networks will remain the same or will be continued during or after the term of this agreement. Notice will be required prior to discontinuance of any provider networks in sufficient time to allow employees to opt into another plan at the time of the change or annually during the open enrollment period before the change is implemented. If the county continues to offer this plan after the expiration of this contract, the County agrees that coverage will be negotiable. Individual providers will not be guaranteed.
4. Maximum allowable fee as used in the PPO and Usual and Customary fee as used in the Basic and HSP plans are intended to be synonymous terms.

Execute a side letter to reflect the current practices of the parties regarding the basic plan:

Medically necessary disputes will upon appeal ultimately be determined by a third party qualified caregiver.

The third party administrator of the employer's health plan will determine claims paid based on the plan document. Decisions to not pay claims other than those determined to be medically necessary may be overturned by the County Risk Manager at his/her discretion.

(There is no intent with the foregoing language to add or remove any rights or obligations of the parties, only to clarify practice.)

U&C settlement: The union acknowledges the settlement of the U&C grievance and agrees to dismiss the grievance agreeing to the use of the 85th percentile for surgical and non-surgical claims.

9. ARTICLE 36 DEATH AND DISMEMBERMENT INSURANCE

Delete entire article and replace it with the following:

The County agrees to make available the Wisconsin Public Employers Group Life Insurance Plan for each regular employee who wishes to maintain such coverage. Coverage shall be the employee's annual earnings rounded to the next \$1000.00 and there shall be no cost to the Employee.

Employees may purchase additional life insurance coverage at the full cost of such coverage up to 5 times annual earnings. Dependent coverage will also be available as provided in the plan at the employee's cost.

Retirees retiring after the effective date of the plan will be eligible to participate in the plan at their own cost subject to the exclusions and rules of the plan.

All rules and exclusions of the Wisconsin Employers Group Life Insurance Plan will be applicable to the participating employees.

This proposal, as it pertains to life insurance, is contingent upon 100% acceptance by all Brown County bargaining groups

10. ARTICLE 38 SICK LEAVE

NEW ARTICLE: STD – Willing to offer the STD, casual time plan option as provided below to all current employees (new employees will be required to take the STD plan).

CASUAL DAYS/SHORT TERM DISABILITY LEAVE/BANKED SICK LEAVE/LONG TERM DISABILITY (Referred to in article as Casual Day/Disability Plan)

All employees, who commence regular employment on or after the ratification of the 1999, 2000, 2001 agreement, will be automatically enrolled in the Casual Day/Disability Plan.

Part time employees enrolled in the Casual Day/Disability Plan will be subject to pro-ration of benefits based on posted hours.

CASUAL DAYS

To provide first day coverage for sickness, each employee will receive five (5) casual days each January 1. Casual days may also be used for personal time off with actual days off being subject to mutual agreement between the employee and the employer. Casual days will not be withheld for arbitrary or capricious reasons except during the last two(2) weeks of employment. At the end of each calendar year, employees shall be paid at their existing rate of pay for any casual days not used during the year, to a maximum of five (5) days (payment shall be made automatically prior to the following January 31).

Employees hired before July 1, will earn prorated casual days at a rate of one-half (1/2) day for each full month worked up to six (6) months for a total of three (3) days and then shall receive one-half (1/2) day per month for each full month remaining in the calendar year up to a maximum of two (2) additional full days. Employees hired after July 1, will not earn casual days during the initial calendar year in which they were employed. However, upon successful completion of six (6) months of employment, the employee shall receive five (5) casual days for the calendar year following the year of their hire.

Newly hired employees who terminate before the end of the calendar year in which they are hired or during probationary period, shall not receive any compensation for unused or accrued casual days. An employee who terminates employment on or before June 30 of any calendar year, shall receive payment for only one-half (1/2) of their accrued but unused casual days for that year. An employee who terminates employment on or following July 1 of any calendar year shall receive payment for any unused casual days.

Casual days may be taken in fifteen (15) minute increments for purposes of required dental and medical care. Doctor and dentist appointments should be limited to a reasonable number of hours from work.

Casual days and banked sick leave may be used by an employee who is injured on the job to supplement his/her disability benefits in an amount, which will equal regular pay. Such days may be used only after casual days are exhausted.

SHORT TERM DISABILITY LEAVE

Employees who have completed six (6) months of service shall be eligible for disability leave pay as follows:

- On the job accidents or injuries of the employee – first day coverage at 75% of regular pay until the start of long-term disability coverage (doctor certificate required).
- Sickness or an off the job accident or injury of the employee – coverage after three (3) work days at 75% of regular pay until the start of long-term disability coverage (doctor certificate required).

All claims for disability benefits must be submitted to the County Human Resources Department. Claims arising out of sickness or an off the job accident or injury must be submitted within four (4) workdays of the initial absence. Claims must include a statement indicating the day the employee first became disabled, the nature of the disability, and the employee's anticipated date of return. The Human Resources Department, within its discretion, may request from the employee's physician, a written certificate indicating the first day of disability, the reason for the employee's disability, and the anticipated length of such disability in the event the employee is absent for a period of more than three (3) work days. The employee agrees to waive the foregoing requirement under extraordinary circumstances (e.g. hospitalization). Upon returning to work from disability, employees will fill out any required forms, furnished by the employer, for proper recording of disability leave.

In order to qualify for disability benefits, an employee must report to the immediate supervisor or other management designated employee at least one (1) hour prior to the employee's normal start time, except in the case of an emergency. All illness or injury must be reported every day unless the definite absence time is reported on the first day of occurrence. It is understood by both parties that employees are expected to notify the employer at the earliest practicable time but no less than one (1) hour prior to the employee's normal start time, if they should be absent from work due to sickness or emergency.

Employees absent for sickness in excess of three (3) consecutive work days who return to work but return to sickness leave status again within five (5) work days will immediately return to 75% of regular pay within any waiting period. Employees shall be eligible for an additional 26 weeks of coverage in the event the subsequent absence is for purposes unrelated to the initial absence.

An employee shall be eligible to use accrued disability benefits with pay for a period of absence from employment, which is due to his/her personal injury or illness or in his/her immediate family or required dental care. Immediate family is defined as an employee's child, spouse or parent as those terms are defined under section 103.10 Wis. Stats. Employees have the duty to attempt to make other arrangements within a reasonable period of time (defined as up to two calendar weeks) for the attendance of immediate family in their care or to be with an immediate family member who is ill. In the case of pregnancy, a written physician's certificate stating the date the employee is no longer medically able to work due to pregnancy will be required to initiate disability benefits. The employee shall make herself available for return to work six (6) weeks from delivery and/or such time that the physician documents that the individual is medically able to return to duty. A written physician's certificate stating the employee is medically able to return to work will terminate the disability benefits with pay.

Each employee claiming disability benefits is subject to check to verify the alleged sickness by a County representative as may be directed by the Human Resources Director or designee.

Employees will continue to receive health and welfare benefits while on disability leave at the level commensurate with their employment status prior to the disability leave. Employees will continue to accrue vacation benefits and receive holiday pay at the level commensurate with their employment status prior to the disability leave until the employee goes to the long-term disability plan.

An employee shall endorse and turn over to the County all payments made to the employee for temporary disability under the Wisconsin Worker's Compensation Act. Nothing in this contract will disallow any employee any benefits under the Workers Compensation Act.

Employees may use banked sick days to supplement the above coverage and such days may be used only after casual days are exhausted.

BANKED SICK LEAVE

Employees employed by Brown County before the date of the ratification of the 1999, 2000, 2001 agreement, shall have the option, on a one-time basis, to opt into the Casual Day/Disability Plan. When an employee exercises this option, that employee's sick leave accumulation, up to a maximum of 135 days, will be banked in a sick leave accumulation account which may be used by the employee to supplement any 75% of regular pay benefit received for a disability. Banked sick leave may be used to make the employee whole for base pay earnings. However, no additional sick leave benefits will accrue in the banked account unless there are vacation days earned but unused during the final three (3) years of their employment with Brown County. All sick leave shall be subject to administration by the department heads. In the event of the death of an employee said

employees' beneficiary will receive a payout equal to the sick leave balance in their account. The maximum payout for the death of an employee is 135 days.

All employees, employed before the ratification of the 1999, 2000 and 2001 agreement, upon reaching normal retirement or disability prior to attaining such age shall be eligible to continue in the County's health insurance group plan until the age of sixty-five (65). The County shall pay all of the monthly premium payable, provided that the total amount expended for such insurance for each retired employee shall be limited to an amount equal to the percentage set forth below of the value of any accumulated and unused sick pay not to exceed 135 days, effective January 1, 1988, standing to the credit of that employee as of that employee's date of retirement:

100% for employees retiring under disability retirement.
100% for employees retiring in their 50 to 55th year of age.
90% for employees retiring in their 56th year of age.
80% for employees retiring in their 57th year of age.
70% for employees retiring in their 58th year of age.
60% for employees retiring in their 59th year of age.
50% for employees retiring in their 60th year of age.
40% for employees retiring in their 61st year of age.
30% for employees retiring in their 62nd year of age.
25% for employees who retire after reaching age 62.

After the amount expended for any employees reaching the limit for such employee, the monthly premiums shall thereafter be paid by the employee.

1. In the event that an employee, eligible under the sick leave provision and eligible for retirement under the provision of the Wisconsin Retirement System dies prior to retirement, the survivor of said employee shall be entitled to 100% of the accumulated sick leave conversion as indicated above. In the event that an employee dies after retirement, the survivor of said employee shall be entitled to continue drawing on such fund as long as the surviving spouse does not remarry or the children of the deceased employee are not dependent as determined by the dependency rules of the Internal Revenue Code.
2. Dependent children, in accordance with regular County policy, will be eligible to apply the escrowed amount for health insurance premium payment purposes until the death of the surviving spouse. Remarriage of the surviving spouse will not terminate the eligibility of dependent children for this benefit.
3. Any funds remaining in the escrow account after death of the retiree, death or remarriage of the surviving spouse, or death or ineligibility of dependent children shall revert back to the County.
4. This health insurance premium payment program for protective employees is mandatory for all covered employees upon retirement and supersedes all previous sick leave payment programs upon retirement sponsored by Brown County.

5. If death of a covered protective service employee occurs before eligibility for retirement, 100% of the existing payment of accumulated sick leave will apply to the estate of the deceased employee for purposes of payment of health insurance premiums in accordance with above policy.

Part-time employees shall receive disability benefits on a pro rata hourly basis.

LONG TERM DISABILITY

Brown County's long-term disability (LTD) plan provides for eligible employees, employees who work ten or more hours per week, to receive two thirds (2/3) pay after 180 days of disability to age 65 with offsets for Social Security disability benefits, Wisconsin Retirement System disability benefits and Workers' Compensation benefits.

1. Qualified employees who have been disabled for a period of 180 days in a rolling 12-month period will no longer be eligible for short term disability for that same or a related injury but may qualify for long term disability provided they apply for such benefit within 30 days of the exhaustion of the 180 day elimination period.

e.g. Bob goes off work on STD due to cancer on June 1, 1999. Bob returns to work on June 30, 1999. Bob goes off work due to the same or related cancer again on April 1, 2000 and remains off work until he reaches 180 days in a 12 month rolling period, which is September 30, 2000, 180 days from April 1, 2000.

Tom Goes off work on STD due to cancer on June 1, 1999. Tom returns to work on June 30, 1999. Tom again goes off on STD for the same or related illness on September 15, 1999. On February 13, 2000 Tom's STD benefit would expire.

STD is intended to normally be utilized by an employee for up to 180 days. It is recognized that this is a benefit of indeterminate duration.

2. The Wisconsin Retirement System requires that the employer certify that all earnings including service and pay for vacation and sick leave, have been paid and that the employee is on a leave-of-absence and not expected to return to work or has been terminated because of a disability. Therefore, once it has been determined on the basis of a report from the employee's doctor that the employee is not reasonably expected to return to work, the employee will be terminated from the payroll and paid all appropriate accrued benefits. If the employee is expected to be able to return to work, the employee will be granted a leave-of-absence up to two years, but not to exceed his/her length of service with the County.
3. When the employee is able to return to work after being on LTD, the employee will be reinstated to an available position for which he/she is qualified. Such determination will be made by the employer on a case-by-case basis. While on LTD, the employee will continue to accrue seniority for job posting purposes only.

Seniority for other purposes will be frozen at the beginning of the LTD leave and shall begin accruing upon the employee's return to work.

Employees are not eligible for this benefit unless they are enrolled in the Casual Day/Disability Plan.

11. ARTICLE 52 TERMS OF AGREEMENT

Amend the dates referenced in lines 925 through 926 to read as follows:

This agreement shall become effective January 1, 1999, and shall remain in force and effect up to and including December 31, 2001.

12. MEMORANDUMS

Communication Center Assignments

resign

Suamico Patrol

Create memo similar to that of the Howard Patrol memo.

Long-term Care

The County shall make available a Long-term Care insurance policy in which employees may participate at the employee's own cost.

Howard Patrol

resign

Insurance

resign

Patrol Training Officers

resign

DRUG TESTING POLICY AND PROCEDURE

Maintain as an attachment to the agreement.

13. Union's Proposal to insert the words "bargaining unit" before the word seniority in the following areas of the agreement:

Page 2, Article 5, Lines 54, 56 & 58

Page 3, Article 9, Line 99

Page 3, Article 10, Line 141

Page 4, Article 10, Line 150

Page 5, Article 10, Line 158

Page 5, Article 11, Lines 209, 212

Page 9, Article 18, Line 415

Page 14, Article 32, Line 647

Page 18, Article 45, Lines 834, 835

14. Agree to Bargaining Unit Seniority language as follows:

Loss of bargaining unit seniority – An employee shall lose his/her bargaining unit seniority rights for the following reasons:

- a) If he/she quits or resigns.
- b) If he/she has been discharged.
- c) If he/she retires on a voluntary or compulsory basis.
- d) If he/she takes a promotional position outside of the bargaining unit.

Supervisory personnel, (Lieutenant, Captain, Chief Deputy, Sheriff) who leave their supervisory capacity for any reason, whether demotion or voluntary quit, shall return to the rank of patrol officer and be treated as a new hire as of that date. For the purposes of this article, new hire status shall apply to bulletin signing, vacation signing and promotional eligibility. For the purposes of this article, new hire status shall not apply to wages, vacation accumulation, or sick leave accumulation. This article shall not affect leaves of absence for the purpose of promotion to Chief Deputy or Sheriff from the Non-Supervisory ranks.

Beginning January 1, 2001, any Patrol Officer or Sergeant promoted to a supervisory rank, (Lieutenant, Captain, Chief Deputy, Sheriff) during the one year following such a promotion, the supervisor shall be permitted to return to the bargaining unit to the rank of Patrol Officer without incurring any loss of bargaining unit seniority. The returning Officer is eligible for testing for the rank of Sergeant if the officer qualifies. The returning officer would be placed in a position determined by management until the next bulletin signing.

Example: If a Sergeant takes a promotion and has ten years of unit seniority and decides to return after 364 days, he returns as a Patrol Officer with 10 years, 364 days bargaining unit seniority.

End of Document

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

Respectfully submitted,
EXECUTIVE COMMITTEE

A motion was made by Supervisor Kaye and seconded by Supervisor Vanden Plas to adopt. Vote taken. Roll Call #10c(1):

Ayes: Antonneau, Bunker, Krueger, Hansen, Zima, Queoff, Vanden Plas, Collins, Clancy, Fleck, Watermolen, Schadewald, Schmitz, Schmitt, Haefs, Kaye, Bicoy, Johnson, Kuehn, Marquardt, Schillinger, Moynihan, Simons

Abstained: Williquette

Total Ayes: 23 Total Abstained: 1

Motion carried.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

**No. 10d -- RESOLUTION REGARDING AUTHORIZING BROWN COUNTY
MENTAL HEALTH CENTER REORGANIZATION**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Mental Health Center (MHC) has requested a review of current vacancies and a proposed restructuring of various duties of some of the vacant and current positions and has also requested equalization of the salaries of the Nursing Home Manager and the Nursing Services Administrator; and

WHEREAS, the Human Resources Department has completed this review at the request of the MHC and recommends the following reorganization of certain MHC positions:

- A. Increase the .75 Occupational Therapist to full time.
- B. Equalize the salaries of the Nurse Manager (Director of Nursing-Psychiatric Hospital) and the Nursing Services Administrator (Director of Nursing – Nursing Home)
- C. Eliminate the Restorative Care RN position.
- D. Fill the vacant Rehabilitation Services Manager, increase duties/wages.
- E. Reassign scheduling supervisory duties from Payroll/Scheduling Supervisor position to the Administrative Coordinator and reclassify to Scheduling Supervisor
- F. Create an additional Administrative Specialist (Scheduler) position for scheduling duties during off-hours.
- G. Fill the Pharmacy Services Manager vacancy, starting salary \$75,000.
- H. Eliminate 50% of the vacant Application Coordinator position; and

WHEREAS, it is estimated that the fiscal impact for the current year of this reorganization would result in a savings of \$8,877; and

WHEREAS, the Memorandum, review, and recommendations of the Human Services Department, dated May 7, 2001, including proposed new position descriptions, are on file in the Human Resources Department, MHC and at the County Board office for review.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves of the MHC reorganization, specifically as set forth above as items A-H, and as further described in the Human Resources Memorandum of May 7, 2001, which Memorandum contains the analysis by the Human Resources Department, several job descriptions, and a copy of the fiscal impact as detailed by the Human Resources Department is attached to this resolution.

BE IT FURTHER RESOLVED that a copy of the May 7, 2001 Human Resources Memorandum concerning this subject matter is extremely lengthy and is attached to the original of this resolution.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

**CITY/COUNTY HUMAN RESOURCES
MEMORANDUM**

To: Jim Kalny
Director of Human Resources
From: Kris Carter-Olson
Human Resources Principal Analyst
Re: Brown County Mental Health Center Reorganization
Date: May 7, 2001

I. Introduction:

The Human Resources Department has been asked to review current vacancies at the Mental Health Center and their proposed restructuring of some of the duties of some vacant and current positions, and to equalize the salaries of the Nursing Home Manager and Nursing Services Administrator.

The positions being considered and proposed actions are:

- A. Increase the .75 Occupational Therapist to full time.
- B. Equalize the salaries of the Nurse Manager (Director of Nursing-Psychiatric Hospital) and the Nursing Services Administrator (Director of Nursing-Nursing Home).
- C. Eliminate the Restorative Care RN position.
- D. Fill the vacant Rehabilitation Services Manager; increase duties/wages.
- E. Reassign scheduling supervisory duties from Payroll/Scheduling Supervisor position to the Administrative Coordinator and reclassify to Scheduling Supervisor.
- F. Create an additional Administrative Specialist (Scheduler) position for scheduling duties during off-hours.
- G. Fill the Pharmacy Services Manager vacancy, starting salary \$75,000.
- H. Eliminate 50% of the vacant Application Coordinator position.

II. Research completed:

- A. Discussion with Earlene Ronk, Hospital Nursing Home Administrator
- B. Review of current position descriptions.
- C. Fiscal Impact.

III. Discussion:

A. Occupational Therapist

This position provides assessments for seating for residents who need to be fitted for wheelchairs and geri chairs. The position is a required service to residents of the Nursing Home and ICF-MR. There are also range-of-motion assessments, gait assessments, swallowing assessments and activity assessments that need to be performed.

This position is currently vacant and recruitment for non-direct care positions was not pursued due to the hiring freeze. The Center has contracted with Curative to do as many assessments as possible. However, Curative does not have adequate staff to meet all of the assessment needs of the Center. Although no citation was issued, the State Surveyors informed the Center they must get assessments done on a regular and on-going basis. The State Surveyors did cite the Center for not doing an adequate job of seeing that seating arrangements and wheelchair assessments were completed and monitored on an on-going basis.

Our recruitment efforts for this position have confirmed that the current .75 FTE status is a barrier to filling the position and candidates have declined the part-time offer of employment stating they desired full time status positions.

The Human Resources Department concurs with the proposed increase to full time of this position since Mental Health Center assessment deficiencies have been noted and cited by the State Surveyors and our past recruitment efforts to fill a part time Occupational Therapist position have been unsuccessful.

B. Nurse Manager – Director of Nursing/Psychiatric Hospital

Nursing Home services require a “director of nursing” and the Nursing Services Administrator provides this function. The position directly supervises all nursing managers in the nursing home area and is responsible for policies and procedures and nursing standards. This position also provides leadership to the inter-disciplinary management team in this area.

The Psychiatric Hospital requires the same service function, “director of nursing” as the Nursing Home. The Nurse Manager position in the Psychiatric Hospital provides similar duties to that in the Nursing Home as well as the “director of nursing” function but is one pay grade below the Nursing Services Administrator.

In a recent independent classification and compensation study, it was recommended that the Nurse Manager position in the Psychiatric Hospital be placed in the same pay grade and same position classification as the Nursing Services Administrator. This recommendation was based on the similar level of responsibility and duties of the two positions.

Because of similar duties and the same “director of nursing” function, the Human Resources Department concurs with the Mental Health Center proposal to change the

position title from Nursing Manager to Nursing Services Administrator (Psychiatric Hospital). We further agree that the position receive a one step grade increase from 33 to 34 to eliminate the pay discrepancy between two nearly identical positions.

C. Restorative Care RN

When this position was vacated, duties were reassigned to Nurse Managers with monitoring and assistance from Occupational Therapy staff from Curative. Mental Health Center Administration feels that this is working out better than having one Nurse responsible for all Restorative Care. They've found that Nurse Managers are accepting more ownership for responsibility in this area rather than turning it all over to the Restorative Care RN.

If the proposed change in duties for the Rehabilitation Services Manager outlined below is implemented, Human Resources would support the proposal to eliminate this position.

D. Rehabilitation Services Manager

This position supervises 13 Occupational Therapy Department Staff. The department provides the activities, assessments and recreational services as required by licenses in the hospital, nursing home and ICF-MR.

It is proposed that the Rehabilitation Services Manager position function as the restorative care liaison between formalized therapy and nursing. In conjunction with Nurse Managers, this position would assume responsibility for the development, implementation, monitoring and supervision of the restorative care program for the facility.

The Human Resources Department agrees the addition of these duties to the Rehabilitation Services Manager promotions linkage between formalized therapy and nursing services in the area of Restorative Care. The additional responsibilities would warrant this position being placed in the same pay grade as that of Nurse Manager which would result in a one step grade increase for the Rehabilitation Services Manager position. We support and concur with this placement.

E. Scheduling Supervisor

Scheduling supervision is currently provided by the Payroll/Scheduling Supervisor position. Both the payroll and scheduling functions for a facility this size are extremely complex. Time demands on this position for both payroll and scheduling functions has made efficient supervision difficult.

To provide for adequate supervision for both functions, it is being proposed to assign the scheduling supervisory responsibilities including two FTE Scheduler positions to the Administrative Coordinator position at the Mental Health Center. This position currently does not have supervisory responsibilities whereas the Payroll/Scheduling position will retain supervision of payroll functions.

Analysis of Additional Responsibilities for Administrative Coordinator Position:

Additional Duties:

- Supervises personnel in the area of scheduling of nursing hours and replacement needs; to include recruitment and selection, evaluating employee performance, receiving employee complaints, adjusting of grievances, and administers corrective action as needed.
- Instructs, trains, plans, assigns, directs, checks, and evaluates work of staff to assure accuracy, completeness and timeliness.
- Review on a continuous basis the Department systems for staff scheduling and reimbursement. Recommend and implement changes as needed to improve efficiencies.

The addition of supervision of two FTE Schedulers to the Administrative Coordinator position is a significant job duty change requiring new/additional knowledge, skills and abilities in the area of supervision and the scheduling function.

Position Comparison within the County:

Scope of Position:

Administrative Supervisor – Grade 26 The primary function of this classification is to provide supervision of a group of subordinate clerical or support personnel. The position assumes responsibility for an assigned administrative or operational function or area of the department. The position is also responsible for secretarial duties and office management functions.

Education/Experience Requirements: Two-year college or technical school degree in Secretarial Science or related field. Four years progressively responsible secretarial and clerical work with supervisory experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Payroll//Scheduling Supervisor – Grade 27 The primary function of this position is to direct, coordinate and supervise personnel in the areas of payroll and scheduling for the psychiatric hospital and nursing facility.

Education/Experience Requirements: Bachelors Degree in accounting from an accredited college or university; or any combination of training and experience which provides the necessary knowledge, skills and abilities.

Administrative Coordinator – Proposed: Grade 26 to 27

(Proposed additional primary function) Responsible for supervision of Scheduler positions to ensure adequate coverage on all client care units as well as replacing/scheduling for nursing staff when they call in sick or take paid leave or due to increased client acuity.

Currently the primary function of this position is to coordinate administrative detail for the Nursing Facility and ICF-MR, including environmental assessment and follow-up coordination of State Survey results implementation, report generation and monitoring/performing detail necessary for the facility to operate smoothly.

Education/Experience Requirements: Bachelors Degree in business, human services field, or related field, plus one year of related experience in a human services agency; or Associate degree in Business or human services related field, plus 5 years related experience in human services agency; or any equivalent combination of education, training and experience which provided the necessary knowledge, skills and abilities.

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Review of the Administrative Coordinator, Administrative Supervisor, and Payroll/Scheduling Supervisor Class Specifications and Position Descriptions, indicates that this position's required knowledge, skills and abilities, as well as educational requirements are comparable to the Payroll/Scheduling Supervisor position. Supervision of scheduling in a 24 hours a day, 7 day per week facility is extremely complex and requires a skill set above and beyond that of the Administrative Supervisor position which performs more administrative office management functions.

Of further consideration is that this position is currently filled, and upon assignment of supervisory responsibilities to the position, the position will no longer be considered non-exempt under the Fair Labor Standards Act and will not be eligible for compensatory time or overtime pay. Because of the complexity of the scheduling functions, it is anticipated this position will work in excess of 40 hours per week. We are assigning additional duties and responsibilities requiring additional hours without any additional compensation if we do not reclassify this position.

Human Resources supports the reassignment of scheduling supervision to the Administrative Coordinator position as a means to ensure efficient supervision of a complex function. We also support and recommend the position be reclassified to that of Scheduling Supervisor and placed in pay grade 27 of the Class and Comp Plan.

F. Administrative Specialist (Scheduler)

Scheduling is needed for nursing staff for all three shifts at the facility and is a very challenging responsibility. The Center did a study based on the number of hours it takes to complete scheduling tasks and has determined that one position is not sufficient to adequately perform the scheduling function.

Currently, in addition to the one full time Scheduler position, on a temporary basis, a full time position has been assigned to scheduling as well as utilization of a Temp person for off-hour and every other weekend scheduling. The Center proposes to make this a permanent Administrative Specialist (Scheduler) position and have the two positions share responsibility for scheduling for off-hours – evenings and weekends. This would

also provide for the necessary continuation of scheduling duties for absences in either position.

Human Resources recognizes the complexity of scheduling for a 24 hour, 7-day a week facility with the additional requirement for offering and awarding hours within Union parameters (i.e. based on seniority). We concur with the Center's evaluation indicating that workload necessitates the need for a second position.

G. Pharmacy Services Manager

This position provides required pharmacy services to the hospital, nursing home and ICF-MR. The current Pharmacist is retiring after over 30 years of employment at the Mental Health Center.

Our recruitment efforts that continued for more than a year produced only four applicants for this position. These applicants have expressed an interest in the position because the workweek consists of days only, Monday thru Friday. All four applicants for this position are earning more than \$75,000 per year. All four applicants have also indicated they would not be willing to accept the position for less than a \$75,000 starting wage.

It seems clear that the demands of these candidates are in line with an inflated market for pharmacists. The attached Pharmacist Salary Survey shows Pharmacists pay range maximums are anywhere from the low 70's to the high 80's. The **1999** salary survey of "The Journal of the Pharmacy Society of Wisconsin" shows a statewide range in Nursing Home/Long Term Care of \$71,365 to \$75,042 (see-attached summary).

Salary survey reports on the Internet states that the U.S. Department of Health and Human Services has found that the U.S. is experiencing an increasing shortage of pharmacists and states that the number of unfilled full and part-time pharmacists positions rose from 2,700 in February 1998 to nearly 7,000 in February 2000. They conclude that this shortage in pharmacists may well be leading to the rapid rise in pharmacists' incomes.

In addition, as the attached memo from Earlene Ronk suggests, it would be to the financial and practical benefit of the County to hire a pharmacist at a higher salary than we currently offer. If this service were contracted, the quality of service provided to the hospital units would likely be significantly reduced and would cost the County in excess of \$50,000 above and beyond what we are currently paying for this service.

Human Resources Department recognizes the uniqueness of the Pharmacist market that currently exists. In order to compete and fill the Pharmacist position in this market, we support the proposal to offer a starting salary of \$75,000.

H. Application Coordinator

This position, which is currently vacant, provides general information support, including application development for the Human Services Department and handles daily operational issues and coordinates support from the Information Services Department.

Duties include maintaining hardware and software troubleshooting for Human Services Department systems, coordinates the user system training, provides support, including application development, and coordinates the addition and replacement of equipment.

Since this position became vacant, some of the work has been shifted to the IS Department, such as training, using the IS Help Desk for troubleshooting, and the position's Supervisor has assumed some of the other responsibilities.

Human Resources concurs with the proposal eliminating 50% of the Application Coordinator position since it would not impact on the provision of service in the Information Services area of the department and a cost saving would be realized.

IV. Recommendation:

- A. Occupational Therapist – Increase the position from .75 FTE to 1 FTE.
- B. Nurse Manager – “Director of Nursing/Psychiatric Hospital” – Place this position in the Nursing Services Administrator classification, pay Grade 34.
- C. Restorative Care RN – delete from the Table of Organization.
- D. Rehabilitation Services Manager – Include Restorative Care program responsibilities in the position duties, place position in the same classification as other Nurse Managers, Grade 33.
- E. Scheduling Supervisor – Reclassify the Administrative Coordinator position to Scheduling Supervisor, and place in Grade 27.
- F. Scheduler – create 1 FTE Scheduler position to perform off-hours scheduling.
- G. Pharmacy Services Manager – Place in Grade 40 of the Classification and Compensation Plan, Step 4 with a starting salary of \$75,000 and advancement to Step 5(\$76,857) after satisfactory completion of probation.
- H. Application Coordinator – Eliminate 50% of this position.

BROWN COUNTY POSITION DESCRIPTION

POSITION TITLE: ADMINISTRATION COORDINATOR
REPORTS TO: HOSPITAL AND NURSING HOME ADMINISTRATOR
DEPARTMENT: HUMAN SERVICES/MENTAL HEALTH CENTER
DATE: MARCH 2001

JOB SUMMARY:

Coordinates administrative detail for the Nursing Facility and ICF-MR, including environmental assessment and follow-up, coordination of survey results implementation, report generation and monitoring/performing detail necessary for facility to operate smoothly.

ESSENTIAL DUTIES:

Provides support to Nursing Services and the Hospital and Nursing Home Administrator.

Facilitates coordination of performance evaluations for nursing staff (Hospital, Nursing Facility and ICF-MR) between Human Resources and appropriate Nurse Managers.

Facilitates tracking of absenteeism of facility staff to include the notification to appropriate Managers and Department Heads as to the need for disciplinary action.

Monitors in/out punches of nursing staff (Registered Nurse, Licensed Practical Nurse, Certified Nursing Assistant) for compliance with “5 minute” rule for punching in and out to assure internal control over overtime.

Drafts and sends out monthly reports to appropriate Nurse Managers/Department Heads in areas concerning facility staff which need immediate attention – i.e., performance appraisals, infractions of the “5 minute” rule, time off without accrued benefits, tardiness, etc. Follows up with Nurse Managers/Department Heads in a timely manner to assure appropriate action has been administered.

Communications periodically with Human Resources regarding the status of filling vacancies and scheduling interviews for new employees/hires; ensures appropriate staff is available and scheduled to participate in the interview process.

Composes, types and sends out letters and memoranda independently or from brief instructions.

Provides back up for Scheduler during planned and unplanned absences.

Provides support and expertise in preparing reports for state surveys in the Hospital, Nursing Facility and ICF-MR before, during, and after the survey process.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIAL AND EQUIPMENT USED:

General Office equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelors degree in business, human services field, or related field, plus one year of related experience in a human services agency; or, Associate degree in Business or human services related field, plus 5 years related experience in a human services agency; or any equivalent combination of education, training and experience which provided the necessary knowledge, skills and abilities.

Licenses and Certification:

None

Knowledge, Skills and Abilities:

Knowledge of policies, procedures, regulations and laws governing the Mental Health Center, including OBRA regulations, HSS132, HSS134 and HSS124.

Knowledge of life-safety codes.

Knowledge of and ability to utilize a computer and the required software, including word processing, spreadsheet and database function.

Ability to type at a minimum of 40 net words per minutes.

Ability to perform mathematical calculations for accurate record keeping and report generation.

Ability to establish and maintain effective working relationships with staff, clients, officials and the public.

Ability to provide direction to others.

Ability to coordinate multiple problems and projects concurrently.

Ability to organize and maintain information and materials efficiently.

Ability to work with minimal supervision.

Ability to problem solve effectively.

Ability to organize and effectively deliver written and oral presentations.

Ability to work effectively with local, state and federal regulatory agencies.

Ability to identify problems, analyze information and make appropriate decisions.

Ability to maintain the confidential nature of client, staff and business information.

Ability to accept responsibility and make decisions in accordance with policies.

Ability to analyze and interpret data in order to recommend program improvements; and ability to assist with implementation of improvements.

Ability to communicate effectively both orally and in writing.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Extended periods of sitting; intermittent standing and walking.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: PAYROLL/SCHEDULING SUPERVISOR

REPORTS TO: ACCOUNTANT MANAGER-INSTITUTIONS AND SPECIAL PROJECTS

DEPARTMENT: HUMAN SERVICES – MHC

DATE: MAY 1999

JOB SUMMARY:

Directs, coordinates and supervises personnel in the areas of payroll and scheduling for the psychiatric hospital and nursing facility.

ESSENTIAL DUTIES:

Supervises personnel in the areas of payroll and scheduling to include recruitment and selection: scheduling of hours and replacement needs; receiving employee complaints; adjusting of grievances; disciplining, suspending and discharge of employees.

Instructs, trains, plans, assigns, directs, checks, and evaluates work of staff to assure accuracy, completeness and timeliness.

Reviews on a continuous basis the Department systems for staff scheduling and reimbursement. Recommend and implement changes as needed to improve efficiencies.

Works with nursing, accounting and data processing to research, select and implement a computerized scheduling system. Maintains system on ongoing basis.

Works with Accountant Manager in the preparation of special reports as needed for surveys, cost analysis, etc.

Keeps informed of current legislative, accounting and union issues. Informs and works as needed with management and the County Payroll Department to provide for timely adaptation to those issues.

Provides information and assistance to external auditors as requested to facilitate timely and efficient completion of audits.

Reviews administrative payroll documents for accuracy and completeness and processes them for payment.

Coordinates the processing of the payroll run and all associated reports. Reviews for accuracy and completeness, resolve any discrepancies, process necessary payroll documents and adjustments such as garnishments, bond deductions and workers compensation.

Processes period, monthly, and annual MBA reports. Reviews for accuracy and makes necessary adjustments. Executes "passing" of reconciled information to general ledger.

Reviews new hire and change of status forms received from Human Resources, and prepares and processes required documents to record payroll information. Contacts Human Resources or other departments as needed to acquire missing information. Orientates new employees to the payroll department and procedures.

Receives and answers inquiries from department managers and employees regarding paychecks, deductions accruals and related.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General Office equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in accounting from an accredited college or university; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Knowledge of accounting principles and practices as they relate to the payroll function.

Knowledge of data processing principles and concepts as they relate to the payroll and scheduling functions.

Knowledge of principles of supervision and management of workforce.

Knowledge of and ability to utilize a computer and the required software.

Ability to interpret and institute items in the applicable union contracts as they relate to payroll and scheduling.

Ability to supervise and manage subordinate employees.

Ability to analyze and solve problems.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping and fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

**DRAFT
BROWN COUNTY
CLASS SPECIFICATION**

CLASS TITLE: ADMINISTRATIVE SUPERVISOR
REPORTS TO: DISTRICT ATTORNEY
LIBRARY DIRECTOR
COMMUNITY TREATMENT PROGRAM MANAGER
AIRPORT DIRECTOR
SHERIFF
SPECIAL DEPUTY CHIEF JUDGE
HUMAN RESOURCES DIRECTOR
DEPARTMENT: DISTRICT ATTORNEY
LIBRARY
HUMAN SERVICES
AIRPORT
SHERIFF
CIRCUIT COURTS
HUMAN RESOURCES
DATE: JULY 1997

JOB SUMMARY:

Supervises, coordinates, assigns, instructs, monitors and evaluates the work of a group of subordinate clerical or support personnel as the primary function of the position. Assumes responsibility for an assigned administrative or operational function or area of the department such as payroll, personnel, accounts payable, purchasing, record maintenance, facility maintenance, community treatment program and/or economic support services. Reviews and screens juror questionnaires for excuse from jury duty.

Reports to and receives general instruction from the head of a major department. Responsible for secretarial duties and office management functions which require excellent judgment and reliability in acting for the superior on delegated administrative detail and maintaining the confidential integrity of the subject matter.

MAJOR JOB RESPONSIBILITIES:

Supervises, plans, schedules, coordinates and assigns work to subordinate clerical or support personnel; instructs and trains employees in proper methods and procedures; checks and

approves work; evaluates employee's job performance and makes hiring recommendations; coordinates in-house training and schedules outside seminars and classes; ensures the efficient and smooth operation of the department.

Prepares and maintains personnel records for departmental employees including records of labor relations, compensation claims, sick and vacation leave, hours worked, training attended and travel expenses, changes in status, etc.; verifies and processes department payroll; prepares, coordinates, monitors and disseminates information to employees regarding payroll, personnel issues and insurance; maintains confidentiality of personnel files.

Completes and submits all departmental employee time cards; calculates all overtime, premium pay, holiday pay, and clothing allowance as stated in union contracts.

Interprets program, personnel or administrative policies and procedures for subordinate employees; plan, develop, update and implement various policies and procedures to assist staff with responsibilities, volume and workload management.

Receives and routes telephone calls; provides information and answers questions regarding departmental policies and procedures; provides intelligent referrals of all inquiries; routes calls to appropriate destination, records and provides accurate information, and resolves complaints in a timely and tactful manner.

Assists in the preparation and monitoring of the departmental budget; approves requisitions and releases of orders for department purchases; maintains and monitors the department General Fund account and approves all checks written against the account; audits expenditures for each Division budget in order to keep budget within allotted monies.

Verifies, receipts, deposits and records revenues; monitors the preparation and maintenance of all revenue accounts and reports; designs office receipts and revenue verification forms; maintains the department petty cash fund and other special accounts; collects and deposits monies; maintains accurate and complete record of all monetary transactions.

Works closely with the Internal Auditor, as well as outside auditors, on finance and audit reports, requirements for the Department, monitoring and ensuring compliance to local, State and Federal rules and regulations.

Prepares, transcribes, types, files and distributes various confidential and complex reports, statistics, contracts, agendas, plans, proposals, schedules, legal documents, public notices, memos, correspondence, purchase orders, promotional materials, news releases, job openings, etc. via operation of word processing equipment; maintains the confidential nature of client, employee and business information; completes word processing work in an accurate, effective and timely manner; runs computer back up daily and updates computer twice a day.

Prepares, maintains, processes and distributes various reports, records, contracts, invoices, bulk mailings, signage, forms and other documents pertinent to the department's smooth operation;

ensures same is in compliance with departmental policies and procedures and is accurate and complete; maintains a detailed and extensive confidential filing system; ensures efficient retrieval of information.

Orders, verifies receipt, and distributes departmental office supplies from numerous vendors; monitors department inventory of supplies and equipment; maintains accurate and complete records on department vehicles, registrations and licenses.

Organizes and maintains a calendar of appointments, meetings and other events pertaining to the department; ensures calendar is updated with accurate information in a timely manner.

Relieves the department head or unit manager of administrative detail; collects, researches and prepares accurate and complete information for special projects and reports.

Receives, opens, time-stamps and distributes mail; ensures mail is routed throughout the office; sorts and stamps all monies coming into the department; ensures departmental mail and monies are processed and routed in an efficient and timely manner.

Coordinates, types and prepares regular and special meeting agendas for publication; coordinates meeting information packets for board members; transcribes, composes, and distributes minutes of meetings; types and distributes all correspondence and reports; maintains complete and accurate official files.

Provides secretarial support and serves as liaison to committees, boards, and/or volunteer organizations; arranges for publication and distribution of meeting agendas; records, transcribes and distributes minutes of meetings in a timely manner.

Attends weekly staff meetings and takes minutes; serves as liaison between clerical staff and other departmental staff at meetings; provides input to the administrative team in decision-making, planning and overall department operation.

When assigned to Circuit Court

Reviews juror questionnaires and determines who to excuse from jury duty either permanently or by postponement to a later date.

Performs case management functions; reviews judges case list to determine each case status; reviews legal document files and applies knowledge of legal procedures to determine whether the case should be dismissed, set for trial or pretrial, put on the scheduling calendar, or wait for final papers.

Contacts attorneys involved in the cases to encourage them to schedule the cases for trial or to settle the case; also, contacts attorneys to follow-up on those who have not filed final or closing documents to ensure completion by the deadline.

Monitors the pending case list; notifies Madison of reoccurring cases; records pertinent file information such as bankruptcy status, warrant status, deferred prosecution and transfer of case to another judge, etc.

Attends department head meetings or Public Safety Division Meetings; schedules and attends monthly judges' meetings and records minutes.

Interviews, hires, trains and supervises co-op students working performing routine clerical and support work for the circuit courts.

Serves as member of the Maintenance User Group; attends monthly meetings to discuss and recommend plans, procedures, and policies of the maintenance department.

When assigned to Human Services Community Treatment Program

Attends department head meetings, CTP management meetings and other meetings necessary to carry out responsibility of position.

Serves as a member of the Human Services employee safety committee.

Applies disciplinary procedures appropriately; consistently acts as first step in grievance procedures.

Coordinates client referrals into the CTP Program.

Interviews, hires, trains and supervises co-op students working performing routine clerical and support work for Community Treatment Program and Adult Protective Services.

Research and provide recommendations regarding department equipment purchases, coordinates and ensures the maintenance and repair of department equipment including telecommunications equipment.

Coordinates department office supply and printing requests.

Coordinates State reporting of Mental Health Services of mentally ill population served by department.

Maintains on a monthly basis computerized data base of clients served in program and services by clients.

When assigned to the District Attorney's Office

Processes incoming referrals from law enforcement agencies; date-stamps, records, enters into computer, checks for previous cases and attorneys assigned, compiles lists and presents same to the District Attorney of assignments; enters appropriate ADA/DA on case file in computer and distributes reports to respective attorneys in a timely manner.

Maintains attorney court calendars and ensures there are no conflicts and that all courts have an attorney assigned; ensures that criminal court docket on computer is current and up-to-date with current hard copies; prepares copies of court docket weekly for Court Officers and Clerk of Court's office.

Prepares and obtains Judges' signatures, and distributes all Writs of Habeas Corpus in an appropriate and timely manner; prepares audition readings monthly.

Prepare all fugitive complaint files with follow-ups to demanding states and continue current status and/or preparation of all extradition cases by submitting appropriate applications/requisitions forms to Governor.

When assigned to the Sheriff's Department

Maintains an effective, accurate and complete billing system for breathalyzer ampoule transports, escort services, polygraph services, accident reconstruction services and county contract services.

Maintains clothing allowance account and records for all department personnel; submits same to Finance and Payroll Departments in an accurate and timely manner.

Assists in coordination of recruitment, selection, placement and removal of department employees; serves on Department Committee screening and interviewing potential civilian job applicants, serving as Department liaison through acceptance and indoctrination.

Assists in the fulfillment of investigative obligations which directly or indirectly contribute to the apprehension and successful prosecution of drug traffickers within BCMJG jurisdiction.

Serves as Department spokesperson for the media as directed; represents the department accurately and favorably.

When assigned to the Airport

Administers the general airport files and the airport agreement files including monitoring agreement schedules and tenant insurance requirement schedules and generating necessary documentation; ensures accurate and complete documentation of the same.

Assists in the negotiations of Federal janitorial contracts; follows-up on janitorial performance with Federal management in a timely manner.

Establishes specifications and makes decisions on all outlay items required for terminal maintenance and office administration; ensures smooth day-to-day operations of the office by ensuring items and supplies needed are available.

Completes and follows-up on insurance claims in an accurate and timely manner, for example, employee injuries, damage or injury to the public, or damage to airport property.

Maintains accurate and complete records of all gate key issuances and deposits received and/or refunded; establishes and updates the T-hanger rental waiting list.

Creates and updates database programs for issuance of airport employee parking stickers; sets-up, prints and distributes reports; ensures all employees having parking stickers in a timely manner.

When assigned to the Library

Coordinates department purchasing and accounts payable functions; coordinating purchase orders and project completion, assignment to proper accounts, and preparation of vouchers for each invoice; enters vouchers into the Brown County accounts payable system; monitors distribution of all checks to the proper vendor; ensures proper and timely payments.

Coordinates and reserves use of the department facility; recommends policies and fees to the Board regarding the same; ensures adequate use of the facility and that no two groups are scheduled for the same room.

Completes and follows-up on insurance claims in an accurate and timely manner, for example, employee injuries, damage or injury to the public, or damage to library property.

Serves as confidential secretary to Library Board of Trustees.

Researches and provides recommendations regarding department equipment purchases; coordinates and ensures the maintenance and repair of department equipment including telecommunications equipment; performs direct, on-line feature changes in Wisconsin Bell Communications Digital Centrex System for all department telephone lines.

When assigned to Human Resources

Serves as recording secretary for Personnel Committee creating and maintaining the official public records of that body including the agenda and minutes.

Oversees and where necessary, actively participates in the maintenance and updating of labor agreements.

In cooperation with professional staff, coordinates the clerical function in regard to recruitment including the scheduling of interviews, preparation of interview questions, and assistance in conducting reference checks.

Provides back up for the Human Resource Specialist functions.

Assists in preparation of the annual budget; coordinates and monitors department expenditures in relation to City and County budget; combines information necessary for budget preparation; ensures information is accurate and completed in a timely manner.

Drafts resolutions for City and County budgetary and contractual matters.

Coordinates temporary employment on a city and county wide basis (i.e., on-call, co-op and temporary replacement pools).

Administers County retirement and disability retirement programs.

Supervises the updating and maintenance of City and County table of organizations and job descriptions.

Updates City and County personnel policies and procedures manual.

Serves on various employee committees as assigned.

Administers City and County chargebacks.

MATERIALS AND EQUIPMENT USED:

Personal Computer and Printer

Typewriter

Dictaphone

Copier

Calculator

Teletype

IBM System 38 or CRT

Microfilm Camera

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Two year college or technical school degree in Secretarial Science or a related field.

Four years progressively responsible secretarial and clerical work with supervisory experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Licenses and Certifications:

None.

When assigned to Sheriff

State Certification with annual re-certification is required from the State of Wisconsin for teletype operation. If not complied with, the Law Enforcement Agency in question faces fines, possible funding cuts and state owned equipment being taken from the agency.

Knowledge, Skills and Abilities:

Knowledge of assigned department operations, organization, terminology, policies, procedures and laws governing the department's operations.

Knowledge of the local, State and Federal laws, rules and regulations pertaining to the administration of the programs, functions, services and operation of the department.

Knowledge of modern administrative and supervisory practices and procedures to include union contracts.

Knowledge of modern office equipment, practices, and procedures.

Knowledge of accepted bookkeeping, accounting and budgeting practices and procedures.

Knowledge of lease management.

Ability to operate and utilize advanced computer networks and to input data and print reports from various data bases.

Knowledge of business English, spelling, arithmetic, and vocabulary.

Skill in taking and transcribing dictation and in the care and operation of a typewriter or CRT terminal.

Ability to compose and prepare effective and accurate correspondence.

Ability to prepare and maintain complex office and confidential records and to prepare accurate reports from file records and materials.

Ability to supervise subordinate clerical staff and ensure the efficiency, accuracy, completeness and timeliness of their work.

Ability to select, plan, organize and evaluate the work of others.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to appreciate the confidential nature of the position.

Ability to establish and maintain effective working relationships with staff, department units, and the public.

Ability to work independently, exercise judgment and effectively utilize authority.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to answer inquiries and complaints effectively, with tact and courtesy.

Ability to type at a minimum rate of 60 net words per minute.

Ability to do mathematical calculations for accurate record keeping and preparation of reports.

Ability to take and transcribe dictation.

Ability to establish and maintain effective public and working relationships.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

**DRAFT
BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE SPECIALIST (SCHEDULER)
REPORTS TO: NURSING SERVICES ADMINISTRATOR – NF/ICF-MR
NURSING SERVICES ADMINISTRATOR – HOSPITAL
DEPARTMENT: MENTAL HEALTH CENTER
DATE: MAY 2001

JOB SUMMARY:

Performs a variety of highly responsible, confidential and complex secretarial and administrative duties specifically responsible for scheduling all nursing personnel in the acute care and long term care areas; receives sick calls from 1901-E and 1901 (Nursing) employees and replaces/reschedules as necessary to ensure adequate coverage on all client care units; maintains records of vacations, personal and casual time for 1901-E and 1901 (Nursing) employees; work performed encompasses general office management, the collection of data for special projects, preparation of complex reports and financial documents, composition of correspondence and utilization of current word processing and spreadsheet and database applications.

ESSENTIAL DUTIES:

Prepares, types, files and distributes various confidential and complex reports, statistics, schedules, legal documents, memos, correspondence, etc. via operation of word processing equipment; maintains the confidential nature of client and business information; completes word processing working an accurate, effective and timely manner.

Prepares, maintains, processes and distributes various reports, records, contracts, invoices, legal documents and other documents pertinent to the department's smooth operation; ensures same is in compliance with departmental policies and procedures and is accurate and complete; maintains a detailed and extensive confidential filing system; ensures efficient retrieval of information.

Receives, screens and routes phone calls; records messages, provides information and answers questions regarding departmental policies and procedures; provides intelligent referrals of all inquiries; routes calls to appropriate destination, records accurate information and resolves complaints in a timely and tactful manner.

Maintains records of vacations, personal days, holidays and casual time for 1901-E and 1901 employees.

Receives sick calls from 1901-E and 1901 (Nursing) employees.

Replaces/schedules employees from 1901-E and 1901 (Nursing) when they call in sick or take casual/personal/vacation time or due to increased client acuity.

Maintains list of nursing staff per seniority (for scheduling purposes) for 1901-E and 1901 (Nursing) employees.

Maintains staff records of shift/unit preference with periodic input from 1901-E and 1901 (Nursing) employees.

Posts and awards open nursing positions for 1901-E and 1901 (Nursing) employees per union guidelines.

Maintains and updates (in a timely manner) the schedule for nursing staff on all nursing units in the facility.

Tracks submission of sick and casual forms and assures timely submission of same.

Maintains an accurate four (4) week schedule for nursing staff and posts same in a timely manner.

Serves as the liaison with Human Resources for nursing staff in matters related to postings, use of accrued benefits, etc.

Receives sick calls of staff and replaces personnel as needed.

May schedule, assign and monitor work of one or two subordinate clerical employees; instructs and trains employees in methods and procedures; checks and approves work and provides recommendations regarding employee job performance and hiring of personnel; provides effective feedback and guidance to subordinate employees to resolve problems in their work.

Assists in the coordination of departmental programs; answers user inquiries and responds to complaints in a courteous and tactful manner.

Assists the department head in collecting data for special projects and prepares a variety of confidential and complex reports; maintains confidentiality of reports.

Assumes additional administrative responsibilities in absence of the department head such as assigning workload to staff and responding to emergencies.

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General Office Equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Two-year college or technical school degree in Secretarial Science or a related field, plus four years of progressively responsible secretarial experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None.

Knowledge, Skills and Abilities:

Knowledge of secretarial practices and procedures.

Knowledge of modern office equipment, practices and procedures.

Knowledge of assigned department operations, organization, terminology, policies, procedures and laws governing the department's operations or ability to acquire such knowledge during a reasonable period of training.

Knowledge of business English, spelling, arithmetic, and vocabulary.

Knowledge of the 1901 and 1901E contracts pertaining to the scheduling function.

Knowledge of and the ability to utilize a computer and the required software.

Ability to compose and/or prepare effective correspondence on moderately complex matters and perform office management details without referral to a supervisor.

Ability to prepare and maintain complex office and confidential records and to prepare accurate reports from file records and materials.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to appreciate the confidential nature of the position.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to answer inquiries and complaints effectively.

Ability to type at a minimum rate of 60 net words per minute.

Ability to do mathematical calculations for record keeping and preparation of reports.

Ability to establish and maintain effective working relationships with staff, other departments and the public.

Ability to work independently, exercise judgment, and effectively utilize authority.

Ability to operate and utilize advanced computer networks in the creation, design, and input of data and to print reports from various databases.

Skill in the care and operation of typewriters, word processing equipment, personal computer software and standard office equipment.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

PHARMACIST SALARY SURVEY

January 18, 2001

Green Bay Area:

BCMHC: \$54,519 - \$66,262

St. Mary: \$56,804 - \$82,368

St. Vincent: Same

Bellin: \$47,840 - \$81,000

Shopko: \$78,000 (everyone is at this rate)

Wal-Mart: Average - \$72,800

Walgreen: \$74,100 - \$78,390

K-Mart: \$78,000 (starting rate)

Copps: \$83,000 (current)

Comparable County Facilities:

Milwaukee County: \$64,389 - \$76,186

Marathon County: \$54,787 - \$71,697

Rock: They contract this service.

Internet: "Pharmacy OneSource" Summer 2000 Survey – National

Number of Respondents equal 2,375

Average: %52,260 - \$87,100 (Average -\$69,680)

Internet: "Pharmacy Week" Fall 2000 Survey – Nation and Region

Number of Respondents equal 1,711

Nationwide: \$66,530 - \$80,132 (Average - \$74,297)

Region 5 (which includes the states of IA, IL, KS, MN, MO, MD, NE, SD, WI)

Number of Respondents equal 290

\$65,010 - \$79,212 (Average - \$73,021)

The 1999 "The Journal of the Pharmacy Society of Wisconsin" Salary Survey:

Statewide Nursing Home/Long Term Care: \$71,365 - \$75,042

**BROWN COUNTY HUMAN SERVICES DEPARTMENT
MENTAL HEALTH CENTER**

MEMORANDUM

TO: Jim Kalny
FROM: Earlene Ronk
DATE: January 19, 2001

When deciding whether to contract or provide our own county pharmacy services, several questions need to be answered before a decision can be reached:

1. Is the service equal to or better than the services that are currently being provided?
2. Will the contracting process result in lower costs to the county?
3. What are the long term implications?

Contracted Pharmacy services for the Nursing Home Facilities and the Outpatient Department after an adjustment period, would probably be equal to the services that are currently being provided. The quality of services provided to the Hospital Units would be significantly reduced. The treatment of patients in a hospital is acute and physician's orders for medications need to be reviewed and acted upon immediately. This can only be provided by an in-house pharmacy.

The comparison of costs for providing or contracting are fairly straight-forward and are as follows:

Pharmacy Expenditures (Includes supplies, salaries and benefits)	\$574,643.00
Pharmacy Revenue (Charges for nursing facilities services)	\$454,259.00
Total Costs to Provide Pharmacy Services (Expenditures minus revenue)	\$120,384.00

The charges to the County if services would have been purchased in 1999* are as follows:

Nursing Facility Services:

Medications (Billed to Insurances and Medical Assistance)	-0-
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Hospital Services:

Medications	\$109,000.00
Prescription Fees	35,000.00

Outpatient Services:

Medications (Costs for medications are in the Outpatient budget). Additional cost to purchase medications at retail rather than wholesale.	\$ 12,000.00
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<u>Prescription Fees:</u>	\$ 18,000.00
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<u>Total Cost to Contract:</u>	\$178,500.00
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The additional cost to contract pharmacy services rather than provide our own would have been \$58,116.00. The reasons for this favorable amount are an efficient pharmacy system that has the

ability as part of non-profit facility to purchase medications from manufacturers at a lower price than for-profit facilities. This preferential pricing has been of value to other County departments in the past and should be of value in the future.

* 1999 Pharmacy data. 2000 data will not be available from accounting office until February or March.

Information gathered by: Paul Schanen, Pharmacy Services Manager

A motion was made by Supervisor Marquardt and seconded by Supervisor Antonneau to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 10e -- RESOLUTION REGARDING BROWN COUNTY'S FUTURE INTENTION FOR USE OF THE EXISTING (OLD DOWNTOWN) JAIL AND TO CONSIDER THE CONCEPT OF BUILDING A NEW HUBER FACILITY AT THE MENTAL HEALTH CENTER

Deleted from agenda.

No. 10f -- RESOLUTION REGARDING INCREASING THE TABLE OF ORGANIZATION FOR THE BROWN COUNTY SHERIFF'S DEPARTMENT BY TWO DEPUTIES WITH FUNDS SUPPLIED BY THE WISCONSIN DEPARTMENT OF TRANSPORTATION

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Wisconsin Department of Transportation (DOT) has historically awarded traffic grants to selected departments throughout Wisconsin; and

WHEREAS, the grants have been normally administered by paying officers to work the specific grant on an overtime basis; and

WHEREAS, the Wisconsin Department of Transportation has made a two year commitment of a minimum of \$130,000 to start a pilot project in Brown County by using grant monies to fund a Traffic Unit; and

WHEREAS, the Brown County Sheriff's Department, working in cooperation with the Department of Transportation, has put together a Project Description to form a two person Traffic Unit for Brown County by using grant money supplied by the Department of Transportation; and

WHEREAS, this Traffic Unit is to be considered a temporary addition to the Table of Organization for two years when it will be evaluated as to its benefits to the citizens of Brown County.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that in order to begin the Brown County Traffic Unit by July 1, 2001, the Table of Organization for the Brown County Sheriff's Department is hereby increased from 143 to 145 sworn officers.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

A motion was made by Supervisor Schillinger and seconded by Supervisor Antonneau to adopt. A motion was made by Supervisor Schadewald and seconded by Supervisor Kaye to amend the resolution by adding the following words to the end of the last paragraph ... "only for the duration of this grant." Vote taken on Supervisor Schadewald's amendment. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Haefs and seconded by Supervisor Kaye to adopt the original resolution as amended. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 6/5/2001

No. 11 -- Such other matters as authorized by law. None.

No. 12 -- Bills over \$10,000 for the periods ending April 30, 2001.

A motion was made by Supervisor Collins and seconded by Supervisor Fleck to pay the bills over \$10,000. Vote taken. Motion carried unanimously with no abstentions.

No. 13 -- Closing Roll Call:

Present: Antonneau, Bunker, Krueger, Hansen, Zima, Queoff, Vanden Plas, Collins, Clancy, Fleck, Watermolen, Schadewald, Schmitz, Schmitt, Haefs, Kaye, Bicoy, Johnson, Kuehn, Marquardt, Schillinger, Moynihan, Simons, Williquette

Total Present: 24 Excused: 0

No. 14 -- ADJOURNMENT TO WEDNESDAY, JUNE 20, 2001, AT 7:30 P.M. 7:00 P.M., LEGISLATIVE ROOM, 100 N. JEFFERSON STREET, GREEN BAY, WISCONSIN.

A motion was made by Supervisor Moynihan and seconded by Supervisor Bunker to adjourn to the above date and time. Vote taken. Motion carried unanimously with no abstentions.

DARLENE K. MARCELLE
Brown County Clerk